

**TOWN OF FAIR HAVEN, VT
SELECT BOARD
WATER AND SEWER COMMISSIONERS
LIQUOR COMMISSIONERS--CEMETERY COMMISSIONERS
SELECT BOARD SESSION
AUGUST 5, 2013**

Members Present: Christopher Cole, Jeffrey Sheldon, Bob Richards, Claire Stanley, Dave Ward

Others Present: Town Clerk/Treasurer Suzanne Dechame, Town Manager Herb Durfee, John Lulek, Glenn Roberts, Ray Phillips, Wilma DeSpain

CALL TO ORDER

Select Board Chair Christopher Cole called the meeting to order at 7:08 p.m. and asked everyone to stand for the Pledge of Allegiance to the flag.

AMENDMENTS TO AGENDA

No amendments to the agenda.

APPROVAL OF MINUTES

The Chair asked for a motion to approve the minutes of the July 22 Board meeting. Sheldon asked that the minutes be amended to show he abstained from voting on the motion proposing he serve as Acting Clerk for the meeting. Cole noted the minutes needed to reflect that the public hearing included consideration for repealing the Purchasing Ordinance and during that meeting Lulek asked the Board to clarify why the ordinance was being repealed. Richards moved the minutes be approved as amended. Second by Ward. Motion approved with Stanley abstaining because she was not at the meeting.

PUBLIC COMMENT

John Lulek expressed appreciation for the DPW putting up the flag pole at the cemetery. Glen Roberts spoke of the poor condition of the town road in the Glen Lake area. He also reported the pending real estate sales on North Washington Street did not go through.

DEPARTMENT HEAD AND COMMITTEE REPORTS

Durfee reported his written report and those of the Police Chief and the DPW Superintendent are in the Board member's packets.

The Manager reported there were over 60 applications for the Office Assistant / Accounts Receivable position. Sixteen were interviewed and three or four remain to be further considered.

NEW BUSINESS

A. Financial Internal Controls: Durfee reported he is working with the Town Treasurer to complete work on a checklist dealing with financial internal controls. State law requires the Selectboard annually to "sign off" on the checklist after its preparation. Durfee also reported that once the Office Assistant / Accounts Receivable position is filled, he, the Town Treasurer, the Town Accountant, and the new person will meet to discuss the completed checklist balanced

with existing policies and procedures to decide how best the office needs to run from a financial control perspective. Durfee indicated that the results of that meeting would be shared with the Town's auditing firm.

B. Vehicle Replacement Plan and 2004 International Dump with Plow—Durfee indicated that he is looking to update the Town's capital plan balanced with statutory guidelines for a "capital budget & program". Also, Durfee noted, due to mounting repair work, the DPW 2004 International dump truck with plow will be a replacement item for the FY 2014-15 budget.

OLD BUSINESS

Repeal Purchasing Ordinance--Stanley made a motion to repeal the Purchasing Ordinance and to advertise its repeal according to statutory requirements. Second by Richards. All voted aye.

ROUNDTABLE

Richards questioned the definitions of *conditional use* versus *change of use*. He also asked about the letters from the Zoning Administrator and the Planning Commission concerning permanent versus temporary appoint of Durfee as Assistant Zoning Administrator in the Zoning Administrator's absence. Durfee clarified the rationale and that he had already met with the Zoning Administrator to clarify several of the issues raised in the letters. Lastly, Richards asked about the financial reporting of gross and net pay.

Stanley had questions about the status of the sewer pump station construction project on River Street.

REVIEW OF FINANCIAL REPORTS

A. Expenditure/Revenue Reports -- Financial statements were given to the Board for their review. Durfee recognized Suzanne and Jenny are working together to keep the office running well.

B. Checkbook Status -- The balance in the checkbook is \$364,100.98.

C. Sign Warrants -- Stanley moved to pay the warrant as follows: Payroll--\$31,975.98; General Fund--\$205,957.57. Second by Ward. All voted aye.

EXECUTIVE SESSIONS

A. Union Contract, Health-Care Change Agreement -- Sheldon moved to go in Executive Session to discuss the Union Contract at 7:42 p.m. Second by Stanley. Motion carried. At 8:08 p.m. Ward moved to return to open session. Second by Stanley. Motion carried.

B. Possible Real Estate Transaction -- Sheldon moved to go to Executive Session to discuss a possible real estate transaction at 8:10 p.m. Second by Stanley. Richards abstained believing Executive Session may be unnecessary. Motion carried. Ward moved to come out of Executive Session at 8:15 p.m. Second by Sheldon. Motion carried.

C. Personnel Issue -- Sheldon moved to go in Executive Session for a personnel matter at 8:16 p.m. Second by Ward. All voted aye. At 8:28 p.m., Stanley moved to return to open session. Second by Richards. All voted aye.

ADJOURNMENT

Stanley moved to adjourn at 8:29 p.m. Second by Richards. Meeting adjourned

Fair Haven, VT, Select Board, August 5, 2013

Respectively submitted,
Wilma B. DeSpain

Claire L. Stanley
Claire Stanley, Board Clerk